

Avita Community Partners
Board of Directors Meeting Minutes

DATE: July 24, 2024	TIME: 6:15 PM
PLACE: Avita Administrative Offices and Zoom	PRESIDING: Kent Woerner, Chair, handing off to Penny Penn

Attendance

Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	UNFILLED	<input type="checkbox"/> Yes <input type="checkbox"/> No	Kim Stephens	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie Brown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Rachel Mathis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Samantha Turner	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Kathy Cooper	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Bruce Palmer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Bo Garrison	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	David White	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Brenda Hochmuth	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Perkins	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Carol Williams	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Monika Knight	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	UNFILLED	<input type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Team Member Attendance

Greg Ball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lori Holbrook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Don Reimer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cathy Ganter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Michael Foust	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rae Ann Straub	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Call to Order	The Board Meeting was called to order at 6:15 PM by Kent Woerner
Determine Quorum	A quorum was present with 11 out of 16 members.
Approval of Agenda	Motion to approve the agenda made by Barbara Bosanko, seconded by Angela Whidby, passed unanimously.
Approval of Minutes	Motion to approve the June 26, 2024 minutes by Barbara Bosanko, seconded by Angela Whidby and it passed unanimously.
Board Chair Report	Kent introduced Lisa McCall who gave a personal testimony of how Avita saved her daughter's life. Kent also shared about the quarterly Rabun County health fair events and the last one was on child seat safety and was well attended. Other providers in the area are welcome to set up tables. Lastly, he reported that the GACSB transition is going well.
Oaths of Chairman, and Oaths of Office	<p>Penny Penn took the OATH of Chair for FY25. Kent Woerner passed the gavel to her. Carol Williams was not present to conduct the OATH of Vice-Chair for FY25. She will during the next meeting.</p> <p style="margin-left: 40px;">a. The following 5 members proceeded to give their Oaths of Office and sworn in</p> <ul style="list-style-type: none"> -- David White, at large, term through 6/30/27 --Brenda Hochmuth, Habersham County, term through 6/30/27 --Barbara Bosanko, Lumpkin County, term through 6/30/27 --Rachel Mathis, Towns County, term through 6/30/27 --Monika Knight, White County, term ends 6/30/26 (2 years)
CEO Report	The Centers for Medicare and Medicaid (CMS) approved Georgia's proposed rates for Intellectual/Developmental Disability Services through the Medicaid Comprehensive (COMP) and New Options Waivers (NOW) with an effective date of July 1, 2024. CMS had 90 days in which to approve or deny the rates. They completed their evaluation in 54 days. Although approved, there are still several steps which must be taken before Providers can bill and receive payment at these new rates. All the Prior Authorizations must be changed to reflect the new rates and funding caps. Carelon, the Administrative Service Organization must get their system updated with the new rates. Avita has already input the new information into our billing system and will be prepared to bill at the new rates as soon as we receive the green light from DBHDD. Once everything is ready, Providers will receive retro payments for a select group of services. This is the first full rate increase received since 2008. We are still awaiting approval of the proposed Behavioral Health rates which were also submitted to CMS.

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	<p>On July 8th, Christie Brooksher and I attended a meeting with DBHDD leadership to discuss the funding shortfall for our Behavioral Health Crisis Center (BHCC) in FY 24. Back in December of 2023 DBHDD discussed extending our contract which was set to expire March 31, 2024. They extended it to June 30, 2024 and added funding based on our historical spending. Although I warned that we would probably run out of funds before June 30th, the contract was extended until that date. Since Commissioner Tanner requested that Community Service Boards (CSBs) open all their Crisis Stabilization Unit (CSU) and Temporary Observation beds, we knew that our costs would be increasing significantly. As it turns out, we had a \$715,000 shortfall. Christie and I explained how this happened and provided documentation to support our request for DBHDD to cover this shortfall. They agreed to cover it. Additionally, we requested an additional \$218,000 in our FY25 contract. This request is specific to our IDD swing beds as the cost to operate them is significantly higher per bed than the rest of the unit. DBHDD leadership committed to a contract amendment to cover this cost in FY25.</p> <p>Because DBHDD agreed to cover the additional BHCC costs in FY24, Avita projected to end the year with an \$859,000 surplus. In accordance with guidance provided by the Board in its June 2024 meeting, we will issue employee bonuses. The bonuses will be accrued in FY 24 and paid on the July 31st pay date. Full-time and hourly employees who began working for Avita July 1, 2023 or prior will receive an additional paycheck. This extra paycheck will be based on FY24 salaries (before the 4%) since it was for FY24. Full-time employees who began working for Avita between July 2, 2023 – December 31, 2023 will receive a \$1,000 lump sum and those hourly workers in the same category will receive a \$500 lump sum. Full-time employees who began employment January 1, 2024 – May 31, 2024 will receive \$500 and the corresponding part-time employees \$250. This will leave Avita with a year-end margin of \$25,504. This is in addition to the \$2,000 pay increase in FY24. We are also pleased to begin the year with a 4% pay increase for employees.</p> <p>Avita’s new Executive Team member, Michael Foust began his employment with us on July 1, 2024. He will be overseeing Avita’s behavioral health residential program and supervising the Information Systems and Information Technology departments. He brings with him 25 years of experience in the behavioral health field having worked in Georgia, Tennessee, Montana, and New Mexico. He last served as the CEO of a community mental health center in Hobbs, New Mexico. He is a licensed clinical social worker (LCSW). We welcome Michael to the Avita Family!</p> <p>Work continues on the Direct Support Professional (DSP) certification exam. I’ve been honored to work alongside a small group of other subject matter experts led by Measure Learning to develop this exam. It should be introduced and available to take by those who have completed their DSP training in a few months. We are hoping that it expands beyond Georgia and becomes a national certification exam.</p> <p>Avita signed a 6-month lease agreement for our current office space on Fernside Drive in Toccoa with an option of month-to-month extensions until the end of June, 2025. A team of Avita staff met at our new office location at 64 North Boulevard in Toccoa to decide the renovations required to suit our needs. A meeting was held with local contractors on July 22nd to review those renovations and invite them to submit proposals to complete the work. We hope to have all renovations complete by mid-December.</p> <p>Avita leadership has met with representatives of Enterprise Fleet Management regarding the new vehicles we are leasing from them. We challenged the amounts of our May, June, and July invoices as we were charged for things associated with the new leases, we weren’t expecting such as transportation, delivery, and administration charges. We also expressed our dissatisfaction with the seat covers that were installed. We will be receiving credit on future invoices and Enterprise will be replacing the seat covers at their cost.</p>

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	<p>Strategic Healthcare Partners' (SHP) management contract with the Georgia Association of Community Service Boards (GACSB) ended on July 7, 2024. The GACSB selected Kristin Woodlock, former head of the State of New York's behavioral health authority to act as our interim Executive Director. Under a new contract, SHP will continue to manage the finances of GACSB and provide the data analytics until new leadership staff is in place.</p> <p>A research team from Emory University was selected to conduct research regarding the efficiency of operations at Georgia's CSBs. This study is supported by a grant obtained by Resilient Georgia. Avita's Dawsonville site was selected as the pilot site. Our Gainesville and Cumming locations will be part of the study,</p> <p>Avita closed its offices at noon on July 23rd so employees could attend an employee appreciation event. The event was held at the Boathouse at the Olympic Rowing venue in Gainesville. Employees were served lunch from Bigum BBQ's food truck and enjoyed popsicles from King of Pops. We had a short thank you program following lunch. We had a DJ playing music, games, and door prizes. Employees enjoyed water activities like paddleboarding, kayaking, canoeing, and swimming. It was a very nice day of celebration. It warmed my heart to see our Avita family together and a true proud Avita Mama experience.</p> <p>Last month we had the old, stained carpet removed from the Gainesville adult outpatient office and replaced it with more practical luxury vinyl flooring. It is much easier to maintain and looks much better. We will be doing some renovations to our pharmacy in the next few months as well. There were also updates to the Mabry Road location in Gainesville. The section utilized for Autism services was painted. They received new flooring and furniture. The kitchen was remodeled, and a fencing was added around the outdoor area so the kids have a nice outside play area. Funding for this project was provided by a special grant from DBHDD.</p> <p>AgGeorgia came to our Hartwell location and provided all the materials and labor to work with the IDD group on making raised garden beds. The group built the beds and filled them with soil, and planted all the vegetables, flowers, and herbs. The group has learned how to take care of a garden and are excited about watching their food grow. The group plans on using the vegetables and herbs that they grow to learn new recipes they can make in cooking class.</p> <p>Tammy Massey, our Peer Support for Mental Health Court, spearheaded an event with the Region 2 Health Department's CORE wagon at our Demorest office. The CORE wagon offered: COVID vaccinations, chronic health screenings free blood pressure checks, benefits assistance, help with SNAP and Medicaid applications as well as providing Narcan. They also had other items such as water bottles and hygiene supplies. The event was well attended.</p> <p>For the month of June, the Hartwell office focused on Autism Pride Day, providing information and referrals. We also provided color sheets for children and families, alike. We have many clients in services in the Hartwell offices that have Autistic tendencies and behaviors that we address with interactive play, games and activities.</p> <p>Over the last month, Tracy Croy, Zion Ferguson, Erin Coyle, and Jennifer Byrd were recognized for going above and beyond. We thank all these employees for their dedication to Avita and for living out its mission.</p>
Financial Update	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> • June saw a \$671,000 deficit. Fiscal year-end balance was at a positive \$26,000. • Current year revenues are \$3 million above prior year revenues which is a 9% increase over last year. • Current year expenses are \$3.5 million (or 10.7%) above prior year expenses. • Current surplus fiscal year to date is \$26,000.

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	<ul style="list-style-type: none"> • Our Key Performance Indicators (KPIs) continued to exceed the targets established by DBHDD: <ul style="list-style-type: none"> ○ Cash on Hand is 78 days—well above the 30-day minimum ○ Current Ratio – 6:1 ○ Days of Covered Expenses – 74 days—well above the minimum of 60 days ○ Long Term Debt Ratio – .15:1 – well below the maximum of 2.5:1 																					
HR Report	<p>FTE's: 385 Turnover <u>Current Employee Count (FT)</u> End of June – 318, <u>Current Employee Count (PT)</u> End of June – 38 FT Turnover Rate - End of June 2024: 20.44% (65 positions) PT Turnover Rate - End of June 2024: 42.11% (16 positions) Combined Turnover through June 2024 – 22.75% (81 positions)</p> <p>Turnover Previous Year (FY2023) <u>Current Employee Count (FT)</u> End of June – 292 <u>Current Employee Count (PT)</u> End of June – 28 FT Turnover Rate - End of June 2023: 22.95% (67 positions) PT Turnover Rate - End of June 2023: 32.14% (9 positions) Combined Turnover through June 2023 – 23.75% (76 positions)</p> <p>Vacancies BHCC 12 FT Other Avita Programs 19 FT (3 DD, 16 BH), 3 Hourly (3 BH) 53 New Hires (Apr. - Jun.) 49 full time, 4 hourly Workman's Comp (6) 2 auto accidents, 1 needle stick, 1 struck by client, 1 closed door on finger, 1 fall</p>																					
Delegation for CEO & CFO to sign on behalf of Avita	Motion to pass both delegation of authority documents for the CEO and CFO were made by Brenda Hochmuth, seconded by Kent Woerner, passed unanimously. Penny Penn signed it first and passed it around for signatures.																					
Annual Board Policies (5 of them)	Motion made to adopt the 5 board policies as presented in their packet by Angela Whidby, seconded by Kathy Cooper and passed unanimously.																					
Determine Committee Membership for FY25	Discussion ensued to slot members in specific committees. The final slate was as follows: <table border="1" data-bbox="391 1157 1515 1451"> <thead> <tr> <th data-bbox="391 1157 764 1230">Finance</th> <th data-bbox="764 1157 1138 1230">Board Governance</th> <th data-bbox="1138 1157 1515 1230">Community & Client Relations</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 1230 764 1266">Brenda Hochmuth</td> <td data-bbox="764 1230 1138 1266">Barbara Bosanko</td> <td data-bbox="1138 1230 1515 1266">Penny Penn</td> </tr> <tr> <td data-bbox="391 1266 764 1302">Kathy Cooper</td> <td data-bbox="764 1266 1138 1302">Monika Knight</td> <td data-bbox="1138 1266 1515 1302">Kim Stephens</td> </tr> <tr> <td data-bbox="391 1302 764 1337">Rachel Mathis</td> <td data-bbox="764 1302 1138 1337">Kent Woerner</td> <td data-bbox="1138 1302 1515 1337">David White</td> </tr> <tr> <td data-bbox="391 1337 764 1373">Bruce Palmer</td> <td data-bbox="764 1337 1138 1373">Angela Whidby</td> <td data-bbox="1138 1337 1515 1373">Bo Garrison</td> </tr> <tr> <td data-bbox="391 1373 764 1409">Joe Perkins</td> <td data-bbox="764 1373 1138 1409">Carol Williams</td> <td data-bbox="1138 1373 1515 1409">Angie Brown</td> </tr> <tr> <td data-bbox="391 1409 764 1444"></td> <td data-bbox="764 1409 1138 1444"></td> <td data-bbox="1138 1409 1515 1444">Samantha Turner</td> </tr> </tbody> </table>	Finance	Board Governance	Community & Client Relations	Brenda Hochmuth	Barbara Bosanko	Penny Penn	Kathy Cooper	Monika Knight	Kim Stephens	Rachel Mathis	Kent Woerner	David White	Bruce Palmer	Angela Whidby	Bo Garrison	Joe Perkins	Carol Williams	Angie Brown			Samantha Turner
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Closed Session	Motion to go into closed session for litigation purposes made by Angela Whidby, seconded by Kent Woerner, passed unanimously. Motion to come out of made by Angela Whidby, and seconded by Bruce Palmer, passed unanimously.																					
Announcements	Pick up new board contact inserts before you leave.																					
Adjourn at 7:45 pm	A motion made by Angela Whidby, seconded by Monika Knight, to adjourn and it was unanimous.																					

Penny Penn

8/28/24

 Presiding Officer Signature, Penny Penn

 Date Approved

Respectfully submitted,

Hariah Hutkowski

Hariah Hutkowski, Recording Clerk